

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Conservancy for Cuyahoga Valley National Park

Internship Opportunity

Position Title: Cultural Arts Intern

Dates of Internship: June - August

Hours: 40 hours/week. Flexible scheduling; some evenings, holidays, and weekends required.

Location: Hines Hill Administration Building located at 1403 W. Hines Hill Rd. Peninsula & Happy Days Lodge located at 500 W Streetsboro St, Peninsula

Duties: Serve as the assistant to the Director of Programs during Heritage Series concerts, Music in the Meadow concerts, and Cuyahoga Valley Institute events. Research potential presenters for the 2016/17 Lyceum series and performers for the 2016/17 Heritage Series (and future years) with a focus on diversity. Provide assistance with all Cultural Arts events, including: Music in the Meadow concerts, Summer Heritage Series music concerts, and Cuyahoga Valley Institute (CVI) programs, including event planning for all concerts and CVI events and workshops. Assist with social media postings related to Cultural Arts, by writing press releases and updating information on online event calendars. Assist with supervision of volunteers at Cultural Arts events. Work with volunteer program staff to recruit volunteers to promote Cultural Arts events. Serve as contact person for Cuyahoga Valley Photographic Society day of event programs and other CVPS program related responsibilities. Other duties as assigned.

Skills Required: Excellent organizational and time management skills. Proven capacity to successfully multi-task in a fast-paced environment, with demonstrated personal traits of sense of humor, maturity and grace under pressure. Capacity to adapt to changing priorities and balance competing assignments is necessary. Excellent interpersonal and communication skills (verbal and written). Self-motivated, directed and detail oriented. Must be able to work well in a team environment.

Requirements: Must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided. While performing the duties of this job the employee is often exposed to outside weather conditions while working at outdoor concerts. The employee will be on his/her feet for hours at a time and will be moving and lifting heavy equipment, chairs, tables, etc. The noise level in the office environment is moderate to quiet. The noise level at concerts is amplified and can be very loud. Employees are regularly required to stay stationary in an office environment. This position requires: bending, walking and significant periods of time standing; lifting sound equipment and other items that may weigh as much as 50 pounds; significant amounts of keyboarding; moderate amounts of time on the telephone. Proficiency in various Microsoft Office and related software programs. Ability to utilize technology and social media as a research tool is necessary.



Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required.

Local candidates only.

Salary/Benefits: \$215/week stipend. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.

Outcomes: Gain event planning and project management experience. Work with experienced recreational professionals. Network with professionals. Learn skills to advance your career. Gain experience in working with volunteers and engaging diverse audiences. Learn and practice volunteer management best practices. Develop project management skills. Experience working in a urban national park, alongside National Park Service and park partner staff.

How to Apply: Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.